

Pediatric and Neonatal Critical Care Transport Program

PNCCTSM

Course Description

Thank you for your interest in sponsoring a Pediatric and Neonatal Critical Care Transport Program. (PNCCTSM) course. PNCCTSM was designed in response to the growing need for qualified specialists in the area of pediatric and neonatal critical care inter-facility transfer. It will help prepare paramedics and nurses to serve with competence and confidence in meeting the needs of critical care pediatric and neonatal patients undergoing inter-facility transports. While traditional paramedic education programs teach essential skills and provide a knowledge base for the management of patients in the prehospital setting, these training programs frequently do not teach the skills and knowledge necessary to manage critical pediatric and neonatal patients between hospitals, specialty referral centers, and extended care facilities. Critical Care Registered Nurses manage critical patients within the hospital, but frequently have insufficient experience and knowledge to function outside the hospital environment. The PNCCTSM program will assist the clinician in developing the necessary skills and knowledge to manage critical pediatric and neonatal patients during a high risk transfer. Essentially, PNCCTSM is "post graduate education" for the paramedic or nurse that attempts to standardize training and levels of care in inter-facility transport.

There are two (2) options in offering the PNCCTSM course:

(1.) PNCCTSM Educational Institution Site License (ESL)

Universities and colleges that offer EMS degree programs are eligible to obtain an educational site license to conduct on-going PNCCTSM courses according to a price structure designed for repeat courses. If you qualify as an educational institution, please contact UMBC for further information.

(2.) PNCCTSM Outreach Sponsor

Agencies or organizations that do not offer EMS degree programs, or do not affiliate with such, may also sponsor a PNCCTSM course. These parties may contract with UMBC to conduct the course on a pay-for-course fee structure. If you qualify as an outreach sponsor, please contact UMBC for further information.

Sites may choose to offer a course as an Outreach Sponsor initially to determine local interest and become an ESL afterwards. Sites also have the ability to perform repeat outreach courses if desired.

Costs for both options are discussed on Page 5 under "PNCCTSM Expenses".

PNCCTSM Personnel

The PNCCTSM Program Director/Coordinator and PNCCTSM Program Administrator are responsible for overall program management and quality of the course. The PNCCTSM Program Coordinator is primarily responsible for curriculum and educational issues; the PNCCTSM Program Administrator is primarily responsible for scheduling, contracts and administrative issues.

PNCCTSM Program Coordinator
Crista Lenk, MA, EMT-P
(410) 455-3781 or clenk@umbc.edu

PNCCTSM Program Administrator
Sandra Hubbard
(410) 455-6241 or shubbard@umbc.edu.

The Site Coordinator has the overall responsibility of coordinating and managing the course. The Site Coordinator must have previously attended and successfully completed a PNCCTSM course. The Site Coordinator is chosen by the ESL/Sponsor with final approval by the PNCCTSM Program Coordinator.

Educational Site License Coordinator (ESLC) and Outreach Sponsor Coordinators:

- C operate with guidance from the PNCCTSM Program Coordinator and PNCCTSM Program Administrator
- C are responsible for coordinating the course including recruiting faculty, and securing facilities and equipment
- C maintain all course materials and attendance records
- C submit required materials to the PNCCTSM Program Administrator upon completion of the course

A Medical Director is required for the course. They should be familiar with pediatric and neonatal critical care transport and have experience with emergency health services education.

PNCCTSM Course Information

PNCCTSM Participant Requirements

- C PNCCTSM is open to any paramedic or registered nurse who has worked in that capacity for a recommended (1) one year.
- C Current CPR, PALS/PEPP and NRP is required.
- C Copies of current certification cards must be submitted with each registration. Failure to submit these copies will disqualify the student from taking the final examination.

Continuing Education Units

This continuing education activity has been approved by UMBC, an organization accredited by the Continuing Education Coordinating Board of Emergency Medical Services (CECBEMS). UMBC will provide assistance to ESL/Sponsors who wish to apply for continuing education units through other health care professional agencies. The recommended PNCCTSM schedule satisfies 30 hours of Category I and 34 hours of Category II continuing education requirements as outlined by National Registry for EMT-Paramedics. Modified schedules may qualify for varying hours. Many colleges/universities offer college credits for the PNCCTSM course.

Scheduling a PNCCTSM Course

To become a an ESL or an Outreach Sponsor and schedule a PNCCTSM course at your site: Contact UMBC at (410) 455-6241 or shubbard@umbc.edu to request further details explaining criteria and costs. A course application is required each time an ESL/Sponsor wishes to conduct

a PNCCTSM course regardless of whether you are an ESL or an Outreach Sponsor.

Advertising a PNCCTSM Course

- C The ESLC/Sponsor is responsible for advertising and promoting the course.
- C All course advertising, including brochures, flyers and advertisements must be approved by the PNCCTSM Program Administrator prior to distribution.
- C The ESLC/Sponsor may produce its own flyers and brochures in accordance with the previously stated regulations.
- C All scheduled courses and ESLC/Sponsors will be included in the PNCCTSM website, course mailings and calendars.
- C ESLC/Sponsors must provide UMBC with their website link, e-mail address, and agency logo.
- C ESLC/Sponsors may provide brochures to UMBC for distribution at nationally held conferences and should send these brochures directly to the conference hotel.
- C All ESLC/Sponsor courses will be advertised on the PNCCTSM website maintained by UMBC unless specifically requested otherwise.

PNCCTSM Course Schedule

The recommended nine (9) day schedule can be conducted over a two- to ten- week time frame. The organization of the schedule may be modified to fit instructor schedules; however, permission must be obtained for changing time allotment for any topic. Additional topics and clinical rotations may be added, but PNCCTSM topics may not be deleted. Some sites may consider to conduct courses over a college semester as flexibility is allowed within reason. The finalized course schedule must be submitted to UMBC no later than four (4) weeks prior to the course start date. No materials will be sent until a course application and course agenda have been received.

PNCCTSM Course Registration

PNCCTSM participant registration can be handled by the Sponsor or UMBC. There is no charge to the Sponsor for this service. (ESL's are responsible for their own registration.)

- C For both ESL/Sponsor: A complete list of all registrants and required information must be forwarded to the PNCCTSM Program Administrator no later than two (2) weeks prior to the start of the course. Copies of the following certifications are required for each participant:
 - EMT-P card or RN license
 - PALS/PEPP card
 - CPR card
 - NRP card

PNCCTSM Faculty

It is the responsibility of the Site Coordinator to recruit credentialed faculty for each section of the course. If necessary, faculty recommendations are available from UMBC, and the PNCCTSM Program Coordinator can assist the Site Coordinator in recruiting appropriate faculty. However, it is the responsibility of the Site Coordinator to contact and negotiate directly with any referral.

- C All faculty must be approved by the PNCCTSM Program Coordinator. The Site Coordinator must show that recommended faculty have expertise in their fields. Three (3) weeks prior to the course start, the Site Coordinator must forward a list of all faculty and credentials to the PNCCTSM Program Coordinator.
- C Faculty should be familiar with the management and transportation of critical care patients in the inter-facility environment.
- C Acceptable PNCCTSM faculty may include paramedics, physicians, respiratory therapists, nurses, physician assistants, and pharmacists.
- C The ESL/Sponsor is responsible for compensating faculty. The compensation is determined

by the Sponsor and Site Coordinator.

PNCCTSM Curriculum

ESL Courses:

UMBC will provide the ESL with a master copy of the course curriculum; complete set of lesson plans, electronic files containing the Power Point presentation and overheads, instructor/coordinator guide, self-assessment questions, and one master student handbook. UMBC will also provide notebook cover/spines inserts for each student handbook upon request from the ESL.

Outreach Courses:

UMBC will provide the Outreach Sponsor with a master copy of the course curriculum, as well as, copies for each of the students. The course sponsor is responsible for notifying the PNCCTSM Program Administrator prior to the course date as to the number of workbooks needed.

PNCCTSM Textbooks

UMBC has selected the below-listed textbooks to supplement the PNCCTSM curriculum. The supplemental readings in the student notebook have been correlated to these books, however, any equivalent textbooks may be used. In addition, texts on 12-Lead ECG, pharmacology, and laboratory values may be helpful:

Merenstein, G.B., Gardner, S.L. Handbook of Neonatal Intensive Care. 5th Ed. Mosby: 2002, ISBN 0-3230-1471-2.

PNCCTSM Equipment and Facilities

- C The Site Coordinator will be responsible for securing all necessary equipment, a comfortable classroom, and all audiovisual equipment.
- C To enhance the learning experience, it is recommended that the Site Coordinator contact local vendors for loan equipment and/or equipment demonstrations. Due to the diversity of students attending the course, try to arrange to have as many brands of equipment and new items as possible.

UMBC does not endorse any particular product. If the course is being taught for one particular service, be sure to include the brand of products being used by that service. An exhaustive equipment list is available. It is paramount that you provide the students with the opportunity to have hands-on time with equipment.

PNCCTSM Certificate and Patch

UMBC will provide a certificate of completion and PNCCTSM patch to all participants successfully completing the course and passing the PNCCTSM final examination. The certificate will be valid for three (3) years. This certificate is not a license or certification.

PNCCTSM Recertification Requirements

The following items are needed for renewal of the PNCCT certificate:

- C Letter requesting reissue of PNCCT certificate and other required documentation sent to:
UMBC Department of EHS/Technology Center
1450 S Rolling Road

Baltimore, MD 21227

Or you may fax the information along with your credit card number to: (410) 455-1344

- C Copy of current EMT-P or RN license/certification
- C Copies documenting renewal of course prerequisites:
 - NRP PALS/PEPP/ENPC
 - CPR
- C 16 Hours of pediatric and neonatal continuing education at the ALS level on topics in the critical care curriculum and documentation of same. Documentation may be in the form of a letter on letterhead signed by the Training Officer and/or Medical Director or a copy of the State CE printout
- C Reissue fee of \$35 payable to "UMBC"

Upon receiving all documentation, each request will be reviewed by the PNCCTSM Program Coordinator. Another certificate will be awarded upon completion of the continuing education requirements and will be valid for an additional (3) three years.

PNCCTSM Course Sponsorship Expenses

Course and Participant Fees

- C The PNCCTSM educational site license fee is \$2500 plus \$150 per participant. The check should be made payable to "UMBC."
The site license fee of \$2500 includes securing your status as an ESL, the course curriculum, UMBC consultation, administrative support, final examination, certificates of completion and advisory capabilities for course changes, updates and revisions.
- C The PNCCTSM course utilization fee for outreach sponsors is \$1750 plus \$150 per participant. The check should be made payable to "UMBC."
The course utilization fee of \$1750 includes the **use** of the curriculum, accompanying audiovisuals, final examination, certificates of completion, and off-site UMBC consultation and administrative support. The deposit will be refunded if UMBC cancels the course. A request for a refund of the deposit (less 10%) must be received in writing no later than six weeks (42 days) prior to the start of the course or the deposit will be forfeited. Should the Sponsor cancel the course for any reason, including insufficient enrollment, less than six weeks prior to the start of the course, the deposit will be forfeited. If the sponsor decides to postpone the course and reschedule within six months of the original course dates, there will a 5% transfer fee. Cancellation of the second course (prior to six weeks of the course start) will result in a 15% cancellation fee. **The curriculum and supplies must be returned to the PNCCTSM Program Administrator immediately upon completion of the course.**
- C Registration fees for individual courses are determined by the ESL/Sponsor and Site Coordinator, and not by UMBC. Courses have ranged from \$400 to \$800 based on location and organizational expenses.

Travel expenses

The ESL/Sponsor will be responsible for all travel expenses plus 10% (university overhead) of the PNCCTSM Program Coordinator (or designee) for administration of the final exam, and the PNCCTSM Program Coordinator (if on-site administration is requested). Expenses will include:

- C round trip airfare (When scheduling course dates, keep in mind a Saturday night stay usually reduces the cost of airfare.); parking expenses;
- C ground transportation;
- C meals;
- C suitable lodging; and,
- C any necessary business expenses that may be incurred directly related to the trip.
- C Travel arrangements can be made by either the Sponsor or the PNCCTSM Program Administrator, however, UMBC must approve any flight itineraries prior to the ticket being

- purchased.
- C Upon completion of the course, the PNCCTSM Program Administrator will provide the Site Coordinator with an invoice for actual travel expenses incurred.
 - C It is to the benefit of the sponsor to prepay as many travel expenses as possible (University overhead will only be charged on items paid by UMBC).

On-Site PNCCTSM Program Administration

UMBC offers the option of having the PNCCTSM Program Coordinator on-site prior to the course. Even though the Sponsor may have experience conducting continuing education programs such as ACLS or BTLs, due to the magnitude of the PNCCTSM course, UMBC encourages utilization of the PNCCTSM Program Coordinator on-site.

- C Travel expenses, meals, and hotel will be paid by the Site.
- C The ESL/Sponsor may select, as necessary, a time for the PNCCTSM Program Coordinator to assist in the coordination of the course.

The on-site PNCCTSM Program Coordinator can assist with:

- C verifying registration / certification materials
- C production of name tags / signs / rosters / instructor evaluations
- C photocopying / reproduction
- C slide organization
- C last minute clerical assistance
- C assisting with catering / hospitalities
- C compilation of student rosters / faculty lists / hotel lists of students for distribution to students during course
- C any other last minute program support

Copyright and Trademark

The materials for this course including the logo, manual, and cd rom/slides are the intellectual property of the University of Maryland Baltimore County (UMBC) and any reproduction without the expressed written permission of UMBC is prohibited. PNCCTSM is trademarked and the program curriculum is copyrighted, including the course outline and schedule. PNCCTSM and the curriculum, outline, slides, and schedule may only be used upon proper payment of fees and authorization of the PNCCTSM Program Administrator. All course advertising, including brochures, flyers, and advertisements must be approved by the PNCCTSM Program Coordinator or PNCCTSM Program Administrator prior to distribution. Unauthorized use or copying of the curriculum, outline, schedule, logo or name is strictly prohibited.

PNCCT^(SM) Course Application

Please complete this application in as much detail as possible. Questions are designed for a careful self-assessment of resources prior to initiating a course. Please attach additional documentation if necessary.

Sponsoring Agency Name:

Federal Tax Identification #:

Address:

Phone:

Fax:

Email:

Site Coordinator Name:

Address:

Phone:

Fax:

Email:

When and where did the site coordinator obtain PNCCT education?

Medical Director Name:

Address:

Phone:

Fax:

Email:

Preferred/Requested Dates:

1st choice: From:

To:

Exam:

2nd choice: From:

To:

Exam:

Location of Class:

Local Airport:

Facility Information:

It is recommended to have at least two classrooms available on days that incorporate lab/equipment sessions. This allows lecture information to be more readily supplemented with hands-on practical experience.

Classroom Space Lecture:

Classroom Space for Lab/Equipment Sessions:

Clinical Observation Resources Available:

Faculty Resources:

Who do you plan to use as faculty and/or from where do you plan to obtain faculty?

Anticipated Student Population:

Who are your target students, i.e. employees, non-employees, paramedics, nurses?

How do you plan to recruit students?

Send this completed application to:

**PNCCTSM Program
UMBC Department of Emergency Health Services
1000 Hilltop Circle
Baltimore, MD 21250
Fax: (410) 455-6713**